



Florida A&M University Office of Continuing Education

Report of Non-Credit Continuing Education Activity Program Summary

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|--|--|
| Program Name | |
| Program Type <i>(workshop, conference, institute, seminar, summer camp, youth program, other - define)</i> | |
| Program Location | |
| College/School | |
| Dean/Director | |
| Program Coordinator <i>(Name and Telephone Number)</i> | |
| Program Date(s) | |
| Speaker(s)/Topic(s) | |
| Participants <i>(Number)</i> | |
| CEUs Offered <i>(Number)</i> | |
| Certificates Issued <i>(Number)</i> | |
| Revenue Collected | |
| Program Expenditures | |
| Date of Next Program <i>(if recurring)</i> | |

Prior to initiating any non-credit workshop, conference, symposium, institute, seminar, summer or youth program, approval must be received from the Provost through the Office of Continuing Education. The Office of Continuing Education is the only Department authorized to collect and expend revenue, award CEU's and issue certificates for non-credit programs on behalf of Florida A&M University.

Signatures:

Dean/Director _____

Date _____

Program Coordinator _____

Date _____

Submit completed form or direct inquiries to:

The Office of Continuing Education

668 Gamble Street
Tallahassee, FL 32307
Phone - 850.599.3474
Fax - 850.561.2464